

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Robert P.C. Zuzelski, PS			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As needed survey services for Grand Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/08 THROUGH 12/31/08

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 11/10/08	TIME DUE 2:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Robert P.C. Zuzelski, P.S.
MDOT Grand Region Office
1420 Front Avenue, NW
Grand Rapids, Michigan 49504

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES
“As-Needed” Design Survey**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various locations throughout the Grand Region

PROJECT DESCRIPTION:

The Consultant will be expected to provide experienced personnel for Design Survey services on an as needed basis for MDOT design projects. Such tasks would include, but may not be limited, to work in the following areas of survey: Road Design Survey, Hydraulics Survey, Structure Survey, and ROW Survey.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Road Design Surveys, PPMS Task 3330
Structure Surveys, PPMS Task 3340
Hydraulic Surveys, PPMS Task 3350
Right-of-Way Surveys, PPMS Task 4510

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

MDOT PROJECT SURVEY MANAGERS:

Robert P.C. Zuzelski, P.S.
MDOT Grand Region Office
1420 Front Ave. NW
Grand Rapids, MI 49504
Office: 616-451-4098
E-Mail: ZuzelskiR@michigan.gov

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS

Two (2) consultants will be chosen for “as-needed” contracts up to \$250,000 each for a two year period. The number of projects assigned to each consultant will be determined by future workloads.

GENERAL PROJECT INFORMATION:

Full time services will not be required on all projects at all times. This contract is for “as needed” services, based on the intermittent needs of the MDOT Grand Region Design Survey Unit. It must be noted that a consultant award under this contract is not a guarantee of consultant authorization.

The MDOT Grand Region Land Surveyor will contact the Consultant for specific services through a **Request for Consultant Survey Services Letter, Attachment C** of this Scope of Services, stating the MDOT Job Number and Control Section, route, survey services needed, the project description, and a timeframe in which the work shall be required for completion. The Consultant will then review this request and inform MDOT of their availability and willingness to work on this project, as well as the names of the Consultant’s personnel chosen to work on the project, within two days of receiving the Request for Consultant Survey Services Letter. A priced proposal will also be submitted to MDOT prior to the Consultant beginning work. Every attempt will be made to submit requests at least one week prior to the need for personnel. If the Consultant accepts the MDOT work assignment a meeting will be set up between MDOT and the Consultant to review the information in the Request for Consultant Survey Services Letter and the Consultant’s proposal and personnel.

The Consultant will need to get approval of the MDOT Grand Region Land Surveyor prior to using personnel not included in this proposal. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT a comparable substitute is being utilized. If the Consultant does not get pre-approval for this substitution, MDOT will not accept the hours worked as billable and the Consultant will be working at their risk.

The MDOT reserves the right to grant final work authorization based on the Consultant’s understanding of the specific survey project tasks and personnel. If the Consultant is unable to fulfill a request MDOT may utilize a different Consultant awarded under this As Needed Scope for Consultant Survey Services. There will be up to a total of two (2) Consultant awards under this As Needed Scope for Consultant Survey Services.

This contract will cover “as needed” services for a period of 2 years from date of initial authorization. Each of the selected firms may receive an authorization rotationally on a per project basis. The consultant may work on an “as needed” basis for up to a total of \$250,000 provided the consultant has performed adequately on the previous project.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

WEEKLY PROGRESS REPORT

On the first day of each week, the Consultant shall submit a weekly project progress report to the MDOT Project Manager. The weekly progress report shall address the following items:

1. Work accomplished during the previous week.
2. Anticipated work and goals for the coming week.

3. Real problems which occurred during the week, and anticipated problems for the coming week.
4. Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan.
5. Any early reviews or submittals such as adjustments, computations, or alignment.

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
3. Work in any of the following categories: Road Design survey, Structure survey , Hydraulic survey, and/or Right-of-Way survey must be completed by a firm which is pre-qualified by MDOT.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March, 2008. Please contact the Design Survey office to clarify any specific questions regarding these standards.
5. The Consultant is responsible for using the latest MDOT CAiCE Feature Codes, files and tugboat (macro), available on the MDOT File Transfer Protocol (FTP) site. **The CAiCE software used must be Version 10.5 or newer. The Consultant must also use MicroStation Version 8.**
6. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. This includes an up-to-date permit from the MDOT Utilities Coordination and Permits Section
7. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT project manager).
8. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's proposal.

9. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.
10. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.
11. Measurements, stationing, recorded data, and computations must be in **International Feet**.
12. Coordinate values must be based on the Michigan Coordinate System of 1983 (MCS 83), Appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).
13. For a **Road Design Survey, Hydraulic Survey, or Right of Way Survey one complete portfolio and 3 CDs or DVD's** must be submitted to the Design Survey Unit in 10" by 12" divided portfolios with flap covers. For a **Structure Survey, two complete portfolios and a total of 3 CD's or DVD's** must be submitted. As many portfolios should be used as needed to contain all of the required documents and Compact Discs.
14. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
15. The MDOT Project Manager is the official contact for the Consultant. The Consultant must either address, or send a copy of all correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any questions regarding this award or any subsequent project should be directed to one of the Design Survey Consultant Coordinators / Project Managers listed on page 1 or 2 of this document.

At the completion of this survey, all field survey notes (legible copies will suffice), all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to: MDOT, Grand Region Office, Region Land Surveyor, 1420 Front Ave. NW, Grand Rapids, MI 49504. Please use MDOT's Form 222 entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

NOTE: It is recommended that the project's horizontal and vertical control adjustments be submitted for review as soon as it is available.

WORK RESTRICTIONS

The Consultant must coordinate with the appropriate MDOT Transportation Service Center- Traffic & Safety Engineer. Prior to submitting a priced proposal and prior to beginning work activities in the project area the Consultant must discuss traffic control and work restrictions with the MDOT Traffic & Safety Engineer. This discussion shall be documented and copies provided to the MDOT Traffic & Safety Engineer and the Region Land Surveyor, as well as, provided in the correspondence folder of the survey portfolio.

The MDOT TSC Traffic & Safety Engineer must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

No work shall be performed or lane closures allowed during the Memorial Day, Independence Day, or Labor Day holiday periods. The holiday periods will be defined by the local Traffic and Safety Engineer which has jurisdiction over the project area.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, www.mdot.state.mi.us/specbook/, and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at www.mdot.state.mi.us/tands/plans.cfm

FIELD SURVEY

The purpose of a field survey is to obtain information and/or data required by / for the project design engineer, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future.

The Consultant will be made aware of the scope for each “as needed” project through the use of Attachment C for specific detail. For the preferred methods, refer to the Standards of Practice dated March, 2008 or contact the Survey Consultant Project Manager. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the Survey Consultant Project Manager or Region Surveyor

2. The scope of the project, or in this case, the Attachment C
3. MDOT Survey Standards of Practice, dated March, 2008
4. MDOT Design Survey Manual
5. Accepted Survey practice, documented in books from disinterested third parties or paper form from state or federal agencies

ATTACHMENT "C"
MDOT REQUEST FOR CONSULTANT SURVEY SERVICES

Date: October 31, 2008

Company Name
Attn: Mr. Surveyor, PS
14 Ross Aide, Stadium Dr.
Oneofthetowns, MI 4****

MDOT requests consultant survey staff and services for the following project under the contract number and authorization number 200x-xxxx (x), Scope of Services for Consultants "As Needed" Design Survey Services for the Grand Region.

JOB NUMBER: *****

CONTROL SECTION: *****

ROUTE: Highway

TYPE OF SURVEY: Design Survey Tasks 3330, 3340, 3350, 4510

PROJECT DESCRIPTION: Complete topographic mapping along route between Road 1 and Road 2, including ramps.

Research: See attached.

Control: Two primary control monuments are to be located intervisibly and in the project area as defined in the Mapping section of this document. At least four benchmarks are to be left in the field: one in each cardinal direction of the bridge located within the project area.

Alignment: None.

Property: None. Right of Way to be determined by visual inspection only: fence location or pacing from centerline.

Mapping: Topographic mapping is required for replacement of structure and redesign of ramps.

Limits along US-23 are from Station 1171+00 to 1206+00 from ROW to ROW (fence to fence). The North abutment of the structure over the Huron River with detail for reference only. Abutments for Geddes Road bridge must be properly depicted. All ramps and gore areas are included.

Limits along Geddes Road begins 700 feet West of the Westerly ramp and ends 300 feet East of the intersection of Geddes Road and Dixboro Road from ROW to ROW. Limits

also include 300 feet North and South of the Geddes Road intersection along Dixboro Road.

A survey check shot report is to be supplied in the mapping portion of the final project portfolio detailing the type of equipment (TS, GPS), date, time, coordinates, and differences between the check shot and the adjusted control coordinates for each day survey mapping took place. These points should be coded as CHK (checkshot) and left in the final Caice deliverable file as to serve as a record check on that days survey measurements. MDOT will provide an excel spreadsheet to the Consultant for their use on this project, if they wish. Requests should be made to the MDOT Region Land Surveyor.

PROJECT DELIVERABLES:

The March 2008 *Survey Standards of Practice* and the March 2008 MDOT QA/QC Checklist will be utilized as the **guidelines** for the project submittal.

PROJECT DUE DATE: ## WEEKS after final work authorization is issued.

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project in writing within two working days. A signature below indicates that the Consultant agrees to the terms and conditions detailed in the original Scope of Services for Consultant "As Needed" Design Survey Services for the Grand Region 2009 and this Request for Staff Letter including the project due date. A detailed cost proposal with a breakdown of man hours and tasks will be submitted and reviewed prior to obtaining a final work authorization.

Robert P.C. Zuzelski, P.S.
MDOT Region Surveyor

Bart Franklin, P.E.
MDOT Development Manager

Project Manager, P.S.
Consultant Company

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